

User Guide • Guide d'utilisation  
Guía del usuario • Guia do Usuário



# Kodak ESP Office 6100 Series

All-in-One Printers • Imprimantes tout-en-un  
Impresoras multifunción • Impressoras Multifuncionais



# KODAK ESP Office 6100 Series All-in-One Printer

Your KODAK All-in-One Printer combines ease-of-use and affordable inks to provide high-quality pictures and documents.

## Resources

Support is available! Go to [www.kodak.com/go/aiosupport](http://www.kodak.com/go/aiosupport), and select your printer model for:

- Frequently Asked Questions (FAQs)
- software or firmware upgrades
- Extended User Guide
- and more!

If you prefer, you can chat online, send us an e-mail, or call for technical support. Go to [www.kodak.com/go/contact](http://www.kodak.com/go/contact).

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# 1

## Printer Overview

This printer lets you print, copy, scan, and fax pictures and documents.

### Control panel



#### Feature

1 LCD

2 Copy button

3 Fax button

4 Scan button

5 Navigation buttons

6 Back button

7 OK button

8 Home button

9 Redial button

#### Description

Displays pictures, messages, and menus

Displays the Copy Options menu

Lets you enter a phone number for sending a fax, or choose the Fax Options menu

Displays the Scan Options menu

Used to navigate menus and scroll through pictures

Displays the previous screen

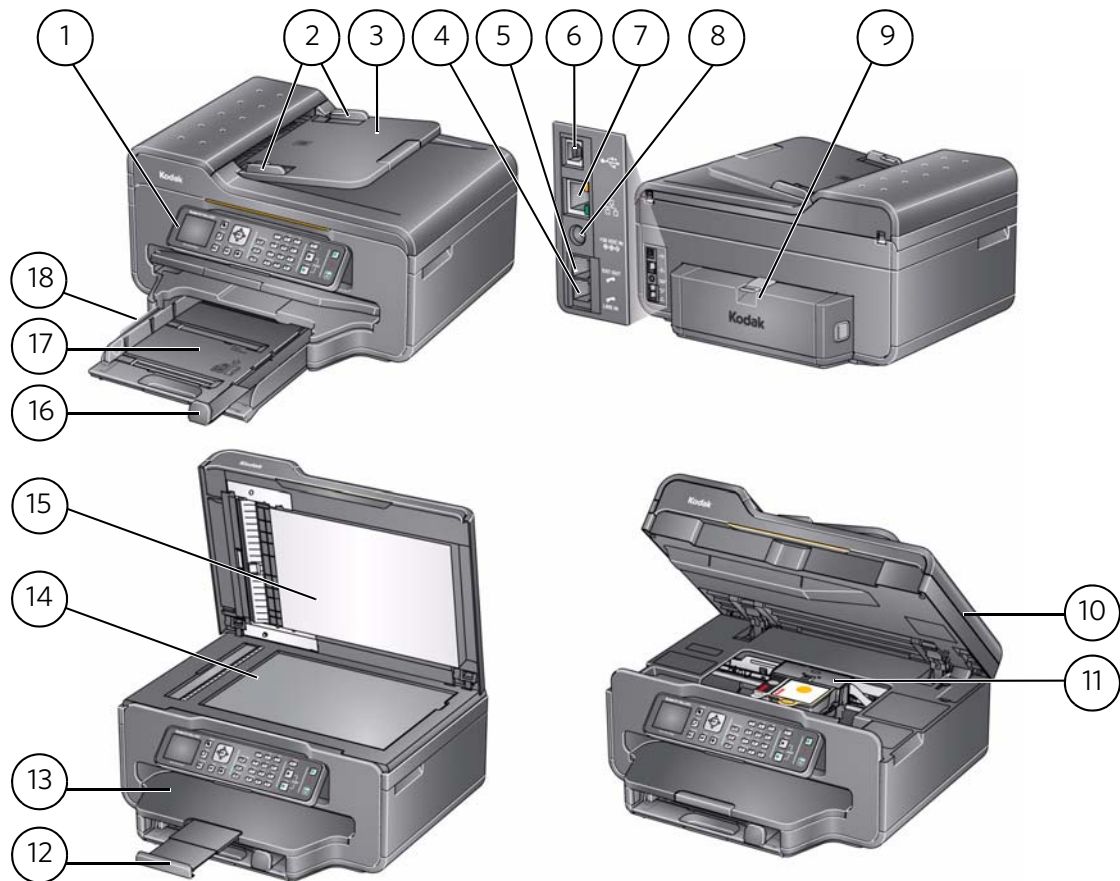
Selects a menu item, accepts a setting, and continues with the current operation

Displays the main menu; toggles between screens

Dials the last-dialed phone number

<b>Feature</b>	<b>Description</b>
10 Auto Answer button	Turns the fax auto answer feature on or off; when on, the fax answers all incoming calls
11 Phonebook button	Displays the phonebook of fax numbers entered on this printer; lets you enter or edit phone numbers
12 Numeric keypad	Used to dial a phone number or a Quick Dial number for faxing; to enter information and Quick Dial settings into the fax phonebook; to specify a quantity for making copies; and to enter information for authenticating access to a network
13 Cancel button	Stops the current operation and returns to the menu
14 Start Color button	Starts the selected operation in color
15 Start Black button	Starts the selected operation in black and white
16 On/Off button	Turns the printer on or off
17 Wi-Fi connectivity LED	When lit, signals that the printer is connected to a wireless (Wi-Fi) network; blinks when searching for an available Wi-Fi network or when the existing signal is too weak to transmit or receive wireless signals
18 Attention light	Blinks when an error occurs

# Components



- |   |                                 |    |   |
|---|---------------------------------|----|---|
| 1 | Control panel                   | 10 | Printer access door                     |
| 2 | ADF paper-edge guides           | 11 | Printhead with ink cartridges installed |
| 3 | Automatic document feeder (ADF) | 12 | Output tray extender with paper stop    |
| 4 | Line in phone port              | 13 | Output tray                             |
| 5 | Ext out phone port              | 14 | Scanner glass                           |
| 6 | USB port                        | 15 | Scanner lid                             |
| 7 | Ethernet port                   | 16 | Front paper-edge guide                  |
| 8 | Power cord port                 | 17 | Paper tray                              |
| 9 | Duplexer/cleanout cover         | 18 | Left paper-edge guide                   |

## Home Center Software



KODAK Home Center Software is installed with your KODAK All-in-One Printer Software. The Home Center icon will appear on your desktop.

On a computer with WINDOWS Operating System (OS), you can use Home Center Software to browse and edit pictures, print, copy, scan, order supplies, access the Extended User Guide, and configure your all-in-one printer from your computer.

On a computer with MAC OS, you can use Home Center Software to order supplies and configure your printer from your computer.

## Paper

For the best photo printing results, use KODAK Photo Papers, which are optimized to work with KODAK All-in-One Printers.

For the best document printing results, use KODAK Document Papers or a paper with the COLORLOK Technology logo on the package. Use only paper that is designed for inkjet printers.

### Paper types

You can use:

- Plain paper — 20 to 24 lb / 75 to 90 gsm
- Photo paper — 6.5 to 12 mils (up to 290 gsm)
- Card stock — 110 lb / 200 gsm, max
- Envelopes — 20 to 24 lb / 75 to 90 gsm
- Transparencies — inkjet variety with white stripe
- Labels — all commercially available inkjet varieties on 8.5 x 11-in. or A4 sheets

### Paper sizes

4 x 6 in. / 101 x 152 mm to 8.5 x 14 in. / 216 x 356 mm

## Loading plain paper

The paper tray capacity is 200 sheets of plain paper.  
To load plain paper:

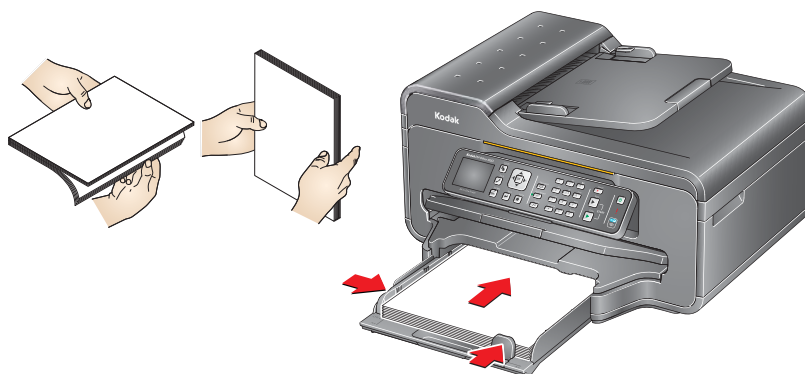
1. Raise the output tray, and pull out the paper tray.



2. Make sure the left paper-edge guide is to the far left.
3. Move the front paper-edge guide forward.



4. Fan and stack the paper, then insert it into the tray.
5. Move the paper forward until it stops.
6. Move both the left and front paper-edge guides until they touch the paper.

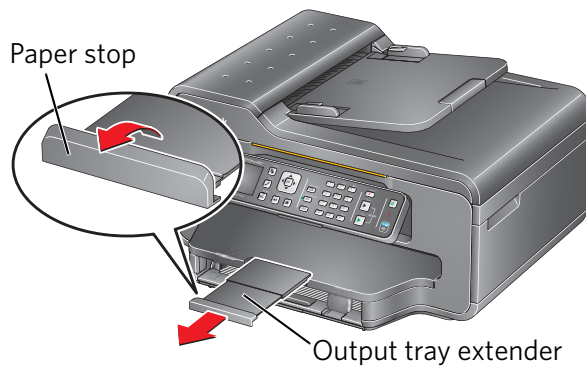




7. Push in the paper tray until it clicks into place, and lower the output tray.



8. Pull out the output tray extender until it is fully extended.
9. Lift the paper stop.



## Loading photo paper

The paper tray capacity is 40 sheets of photo paper.

To load photo paper:

1. Raise the output tray, and pull out the paper tray.
2. Remove any paper from the tray.
3. Fan and stack the photo paper, then insert the paper (short side first) into the tray with the **logo side facing up** and the glossy side down.

**IMPORTANT:** *If the photo paper is loaded the wrong way, the ink on your pictures will be wet and the image quality will be affected.*

4. Move the paper forward until it stops.
5. Move both the left and front paper-edge guides until they touch the paper.



6. Push in the paper tray until it clicks into place, and lower the output tray.

## Loading originals

You can place originals for copying, scanning, or faxing on the scanner glass or in the ADF (automatic document feeder). Originals placed in the ADF are fed into the printer automatically.

### Using the scanner glass

To place an original on the scanner glass:

1. Remove any originals from the automatic document feeder (ADF).
2. Lift the scanner lid, and place the document or picture face down in the right-front corner.



3. Close the scanner lid.

### Using the ADF

You can load up to 30 originals (20 to 24 lb / 75 to 90 gsm plain paper) in the automatic document feeder (ADF).

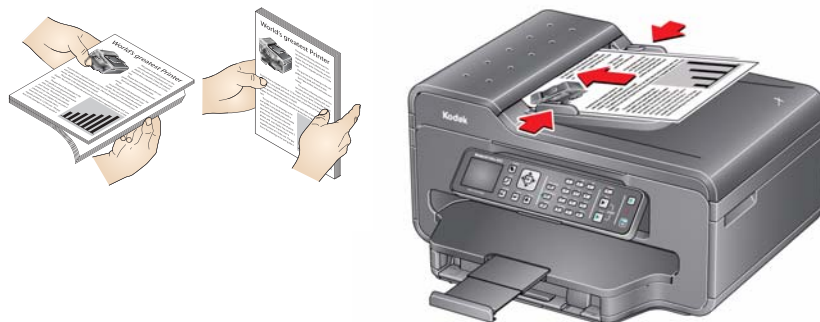
The ADF accepts originals from 6.9 x 9.8 in. / 175 x 249 mm to 8.5 x 14 in. / 216 x 356 mm.

**IMPORTANT:** *Do not load photographs in the ADF.*

1. Move the ADF paper-edge guides outward.



2. Fan and stack the originals, then insert them face up in the ADF.



3. Move the ADF paper-edge guides until they touch the paper.

## Printing

### Printing documents

To print a document from your computer:

1. Open the document.
2. Select **File > Print**.
3. In the Print window, select your KODAK Printer.
4. Choose the pages to print, number of copies, etc, then click **OK** (on a computer with WINDOWS OS) or **Print** (on a computer with MAC OS).

### Printing pictures

You can print pictures using Home Center Software from your computer with WINDOWS OS. Home Center Software lets you edit and enhance your pictures quickly.

On a computer with either MAC OS or WINDOWS OS, you can print pictures from KODAK EASYSHARE Software or any picture-editing or photo-management software.

## Copying

To make a copy:

1. Place the original(s) in the automatic document feeder or on the scanner glass.
2. Press **Home**.
3. Press ▼ or ▲ to select **Copy Document** or **Copy Photo**.
4. Press **Start Black** to make a black-and-white copy, or press **Start Color** to make a color copy.

## Scanning

Before scanning, make sure that the printer is connected to your computer with a USB 2.0 cable or a wireless network.

To scan a document or picture:

1. Place the original(s) in the automatic document feeder or on the scanner glass.
2. Open Home Center Software.
3. Select **Scan Pictures and Documents**, then follow the on-screen instructions.

## Faxing

Before sending or receiving faxes, make sure that a wall phone line is plugged into the **Line in** port on the back of the printer.

### Sending faxes

To send a fax:

1. Press **Fax**.
2. Enter a fax number using the numeric keypad.
3. Place the original(s) in the automatic document feeder or on the scanner glass.
4. Press **Start Black** to send a black-and-white fax, or press **Start Color** to send a color fax.

### Receiving faxes

To receive a fax:

1. Load plain paper into the printer.
2. Press **Auto Answer** to receive the incoming fax.

NOTE: If the Auto Answer LED is on, the printer automatically receives incoming faxes.

## Ordering supplies

You can order ink cartridges, paper, and accessories online.

To order supplies, make sure that your computer is connected to the Internet, then:

1. Open Home Center Software.
2. Select **Order Supplies**.
3. Select the item(s) you want to buy, then follow the on-screen instructions.

## Basic troubleshooting

Some problems can be resolved quickly by power cycling the printer:  
Turn off your printer. Wait five seconds. Turn on the printer.

Use the following information to help troubleshoot problems with your printer.

Problem	Possible Solutions
Printer does not power on	<ul style="list-style-type: none"> <li>Make sure you are using the power cord that came with your printer.</li> <li>Make sure the power cord is connected to the AC adapter and is plugged into an outlet or power strip.</li> <li>If the USB 2.0 cable was disconnected from the printer, then reconnected, or if power to the printer was interrupted, restart the computer.</li> </ul>
Printer not detected	<ul style="list-style-type: none"> <li>Make sure your printer is plugged in and turned on.</li> <li>If you are using a USB cable, make sure:               <ul style="list-style-type: none"> <li>you have a USB 2.0 cable.</li> <li>that the USB cable is connected to both your printer and your computer.</li> </ul> </li> <li>If you are using a wireless connection, make sure:               <ul style="list-style-type: none"> <li>the printer is connected to your wireless network (check the Wi-Fi connectivity LED and the SSID).</li> <li>your router is transmitting data.</li> <li>the firewall (excluding WINDOWS Firewall) is allowing the services needed for your printer.</li> <li>For additional information, go to <a href="http://www.kodak.com/go/inkjetnetworking">www.kodak.com/go/inkjetnetworking</a>.</li> </ul> </li> </ul>
Wireless connectivity	For wireless connectivity issues, go to <a href="http://www.kodak.com/go/inkjetnetworking">www.kodak.com/go/inkjetnetworking</a> .
Printhead carriage jam	<ul style="list-style-type: none"> <li>Open the printer access door and clear any obstructions.</li> <li>Check that the printhead and ink cartridges are installed correctly. (The printhead and ink cartridges are installed correctly when you hear them click into place.)</li> </ul>
Print quality	<ul style="list-style-type: none"> <li>For best results, use KODAK Paper or a paper with the COLORLOK Technology logo on the package.</li> <li>Make sure the paper is loaded correctly (see <a href="#">page 5</a>).</li> <li>For more information, go to <a href="http://www.kodak.com/go/itg">www.kodak.com/go/itg</a>, select <b>All-in-one printer</b>, then <b>Print Quality (missing colors, blank prints, etc)</b>.</li> </ul>

Problem	Possible Solutions
Ink cartridge	<ul style="list-style-type: none"> <li>▪ Check that KODAK Ink Cartridge(s) are installed. Do not use non-Kodak brand or refilled ink cartridges.</li> <li>▪ Remove, then install the cartridges again. Make sure the cartridges click into place.</li> </ul>
Paper jam	<ul style="list-style-type: none"> <li>▪ Check for paper behind the duplexer in the rear-access cleanout area.</li> <li>▪ Remove the duplexer and gently remove any paper from inside the printer.</li> <li>▪ Make sure the paper in the tray is free of tears or creases.</li> <li>▪ Make sure you do not overload the paper tray.</li> </ul> <p>For more information, go to <a href="http://www.kodak.com/go/itg">www.kodak.com/go/itg</a>. Select <b>All-in-one printer</b>, then <b>Paper jam</b>.</p>
Cannot send or receive a fax	<ul style="list-style-type: none"> <li>▪ Make sure that the wall phone line is plugged into the <b>Line in</b> port.</li> <li>▪ Verify that the wall jack works by plugging in a phone and checking for a dial tone.</li> <li>▪ Verify that Regions is set to the correct country code. <ul style="list-style-type: none"> <li>- Press <b>Home</b>.</li> <li>- Press ▼ or ▲ to select <b>Printer Settings</b>, then press <b>OK</b>.</li> <li>- Press ▼ to select <b>Country/Region</b>, then press <b>OK</b>.</li> <li>- Press ▼ or ▲ to select your country, then press <b>OK</b>.</li> </ul> </li> <li>▪ If you are connected to a DSL phone line, make sure you have a DSL filter connected to the phone jack.</li> </ul> <p>For more information, go to <a href="http://www.kodak.com/go/itg">www.kodak.com/go/itg</a>. Select <b>All-in-one printer</b>, then <b>Cannot use a feature on my printer</b>, then <b>Fax</b>.</p>
Error codes/messages	<ul style="list-style-type: none"> <li>▪ Go to <a href="http://www.kodak.com/go/esp6150support">www.kodak.com/go/esp6150support</a>, then type your error code or message.</li> </ul>

# Getting help on the Web

For more troubleshooting information:

Get help with wireless networking.	<a href="http://www.kodak.com/go/inkjetnetworking">www.kodak.com/go/inkjetnetworking</a>
Use our Step-by-Step Solutions and Repair tool to troubleshoot common problems.	<a href="http://www.kodak.com/go/itg">www.kodak.com/go/itg</a>
Search our knowledge base of FAQs (Frequently Asked Questions).	<a href="http://www.kodak.com/go/esp6150support">www.kodak.com/go/esp6150support</a>
Download the latest firmware and software for optimal printer performance.	<a href="http://www.kodak.com/go/esp6150downloads">www.kodak.com/go/esp6150downloads</a>
See the recommended system requirements.	<a href="http://www.kodak.com/go/esp6150specs">www.kodak.com/go/esp6150specs</a>
Get help with problems you cannot resolve.	<p>Contact Kodak at <a href="http://www.kodak.com/go/contact">www.kodak.com/go/contact</a> and have the following information available:</p> <ul style="list-style-type: none"><li>- Kodak Service Number (located inside the printer when you open the printer access door)</li><li>- Printer model number (located on the control panel above the LCD)</li><li>- Computer model, operating system, and version of Home Center Software</li></ul>



## Safety Information

- Always follow all warnings and instructions marked on the product.
- Use only the power source indicated on the product regulatory label.
- Use only the power cord that comes with the product. Using another power cord may cause fires and or shock. Do not use the included power cord with any other equipment.
- If you do not use this product for a long period of time, unplug it from the electrical outlet.
- Always turn this product off by using the On/Off button. Wait until the On/Off button stops flashing before removing the power plug from the outlet.
- Do not allow the power cord to become damaged or frayed.
- If you need to use an extension cord with this product, make sure that the ampere rating of the product does not exceed the ampere rating of the extension cord.
- Place the product on a flat, stable surface that extends beyond the product's base in all directions. This product will not operate properly if tilted or at an angle.
- When storing or transporting this product, do not tilt or stand it on its side. Never turn this product upside down (ink can leak out of the product).
- Avoid placing this product in an environment that is subject to rapid changes in temperature or humidity, mechanical shocks, vibration, or dust. Do not place near radiators, heating vents, or in direct sunlight.
- Leave enough room around this product for sufficient ventilation.
- Do not block this product's covers or openings, or insert any objects through slots.
- Do not use aerosol products inside or around this product.
- Do not spill any liquid on this product.
- Do not attempt to repair or service this product.
- If the power cord or plug is damaged, if any liquid has been spilled onto the product, if the product has been dropped or the case damaged, if the product does not operate normally or exhibits a major change in performance level, unplug this product and contact Kodak at [www.kodak.com/go/contact](http://www.kodak.com/go/contact).

## LCD Screen Safety

- Use only a dry, soft cloth to clean the LCD screen. Do not use any liquid or chemical cleaners.
- If the LCD screen is damaged, contact Kodak immediately. If any of the solution from the display gets on your hands, wash them thoroughly with soap and water.

## Ink Cartridge Safety

- Keep all ink cartridges out of the reach of children.
- If ink gets on your skin, wash with soap and water. If ink gets into your eyes, flush immediately with water. If any discomfort or change in vision persists after washing, seek medical attention immediately.
- For MSDS information on inks, go to [www.kodak.com/go/MSDS](http://www.kodak.com/go/MSDS).

## Warranty Information

### Limited Warranty

Kodak warrants Kodak consumer electronic products and accessories ("Products"), excluding batteries, to be free from malfunctions and defects in both materials and workmanship for one year from the date of purchase. Retain the original dated sales receipt. Proof of the date of purchase will be required with any request for warranty repair.

### Limited Warranty Coverage

Warranty service is only available from within the country where the Products were originally purchased. You may be required to send Products, at your expense, to the authorized service facility for the country where the Products were purchased. Kodak will repair or replace Products if they fail to function properly during the warranty period, subject to any conditions and/or limitations stated herein. Warranty service will include all labor as well as any necessary adjustments and/or replacement parts. If Kodak is unable to repair or replace a Product, Kodak will, at its option, refund the purchase price paid for the Product provided the Product has been returned to Kodak together with proof of the purchase price paid. Repair, replacement, or refund of the purchase price are the sole remedies under this warranty. If replacement parts are used in making repairs, those parts may be remanufactured or may contain remanufactured materials. If it is necessary to replace the entire Product, it may be replaced with a remanufactured Product. Remanufactured Products, parts and materials are warranted for the remaining warranty term of the original Product, or 90 days after the date of repair or replacement, whichever is longer.

### Limitations

This warranty does not cover circumstances beyond Kodak's control. This warranty does not apply when failure is due to shipping damage, accident, alteration, modification, unauthorized service, misuse, abuse, use with incompatible accessories or attachments (such as third party ink or ink tanks), failure to follow Kodak's operation, maintenance or repacking instructions, failure to use items supplied by Kodak (such as adapters and cables), or claims made after the duration of this warranty. KODAK MAKES NO OTHER EXPRESS OR IMPLIED WARRANTY FOR THIS PRODUCT, AND DISCLAIMS THE IMPLIED WARRANTIES AND CONDITIONS OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. In the event that the exclusion of any implied warranty is ineffective under the law, the duration of the implied warranty will be one year from the purchase date or such longer period as required by law. The option of repair, replacement, or refund is Kodak's only obligation. Kodak will not be responsible for any special, consequential or incidental damages resulting from the sale, purchase, or use of this product regardless of the cause. Liability for any special consequential or incidental damages (including but not limited to loss of revenue or profit, downtime costs, loss of the use of the equipment, cost of substitute equipment, facilities or services or claims of your customers for such damages resulting from the purchase, use or failure of the Product), regardless of cause, or for breach of any written or implied warranty is expressly disclaimed.

### Your Rights

Some states or jurisdictions do not allow exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you. Some states or jurisdictions do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you. This warranty gives you specific rights, and you may have other rights which vary from state to state or by jurisdiction. Your statutory rights are not affected.

### Outside the United States and Canada

In countries other than the United States and Canada, the terms and conditions of this warranty may be different. Unless a specific Kodak warranty is communicated to the purchaser in writing by a Kodak company, no warranty or liability exists beyond any minimum requirements imposed by law, even though defect, damage, or loss may be by negligence or other act.

## Declaration of Conformity



**Manufacturer's Name:** Eastman Kodak Company  
**Manufacturer's Address:** 16275 Technology Drive  
San Diego, CA 92127, USA

Declares our sole responsibility that the product

Product Name: KODAK ESP Office 6100 Series All-in-One Printer  
Power adapters: HP-A0601R3, VP-09500084-000  
Radio Module Number: US101

conforms to the following Product Specifications:

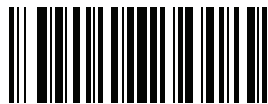
Safety:	IEC 60950-1:2001 EN 60950-1:2001 + A11:2004 UL 60950-1:2003 R7.06 CAN/CSA-C22.2 No. 60950-1-03	Radio:	EN 301 489-1 V1.8.1 (2008-04) EN 301 489-17 V1.3.2 (2008-04) AS/NZS 4268:2003 + A1:2005 + A2:2006
EMC:	EN 55022:2006+A1:2007, Class B CISPR 22:1997 Class B EN 61000-3-2:2006, Class A EN 61000-3-3:1995+A1:2001 +A2:2005 AS/NZS CISPR 22:2006, Class B EN 61000-4-2:1995 + A1:1998 + A2:2001 EN 61000-4-3:2006 + A1:2008 EN 61000-4-4:2004 EN 61000-4-11:2004 EN 61000-4-8:2001 ED 1.1 CFR 47, FCC Part 15, Subpart B, Class B EN 61000-4-5:2006 EN 61000-4-6:2007 ICES-003:2004 Class B ANSI C63.4-2003	Fax:	TBR21:1998 Product complies with TBR21:1998 except clause 4.7.1 (DC Characteristics), which complies with ES 203 021-3, clause 4.7.1 FCC Rules and Regulations 47CFR Part 68 TIA-968-A-1 +A-2 +A-3 +A-4 Telecommunications - Telephone Terminal Equipment CS-03, Part 1, issue 9, Feb 2005

The product herewith complies with the requirements of the Low Voltage Directive 2006/95/EC, the EMC Directive 2004/108/EC and carries the CE marking. In addition, it complies with the WEEE Directive 2002/96/EC and RoHS Directive 2002/95/EC.

The product was tested in a typical configuration.

# Kodak

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Rochester, NY 14650  
MC/MR/TM: Kodak and EasyShare.



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Printed in China    Imprimé en Chine  
Impreso en China    Impresso na China